IFLA JOURNAL

INDEX Vols. 1-10
1975-1984

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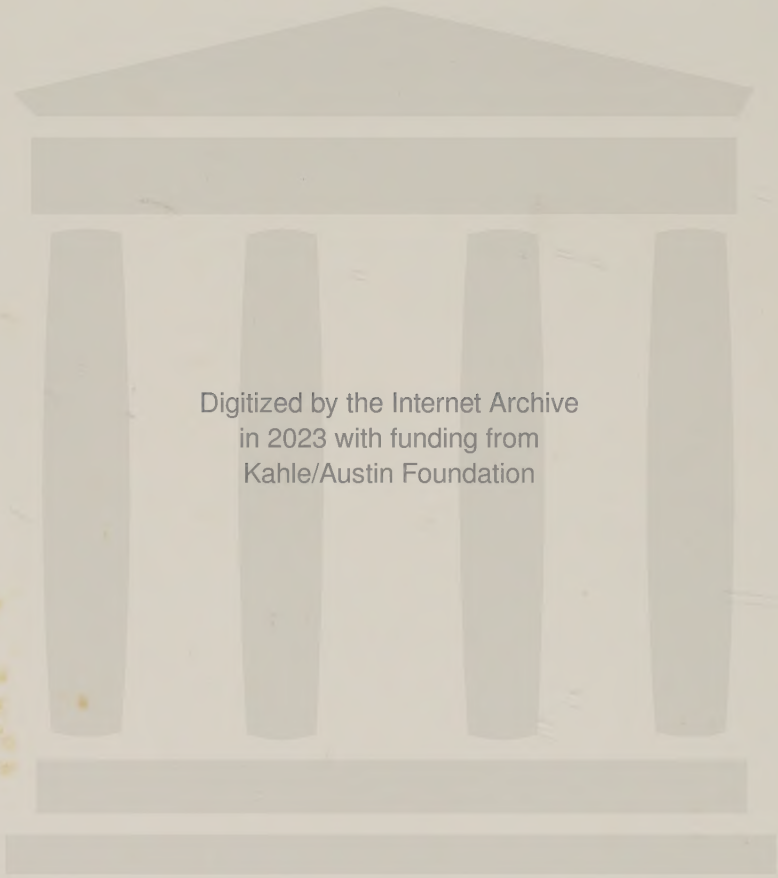

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IFLA JOURNAL

Official quarterly journal of the International Federation of Library Associations and Institutions – ISSN 0340-0352

Index Vols. 1–10 1975–1984

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Bibliothèque nationale, Paris

K.G. Saur München · London · New York · Oxford · Paris

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IFLA Journal Index, 1975–1984 (Vol. 1 – Vol. 10)
Official quarterly journal
of the International Federation of Library Associations and Institutions
ISSN 0340-0352

Published with financial assistance of Unesco
Unesco subvention 1986–1987 DG/7.6.2/Sub.19 (PGI)

Publisher:
K.G. Saur Verlag KG, POB 71 10 09,
Heilmannstr. 17, D-8000 München 71,
Federal Republic of Germany,
Tel. (089) 79 104-0, Telex 5 21 206 7 saur d
Komplementär: Dr. phil. h.c. Klaus G. Saur
95%, 8000 München 71, Verleger.
Kommanditisten: Rüdiger Hildebrandt 2,5%,
Verleger, 8032 Gräfelfing, Dr. phil. Dieter
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Editorial offices:
c/o IFLA Headquarters, POB 95312,
2509 CH, The Hague, Netherlands,
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Responsible: W.R.H. Koops, POB 559,
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Advertising rates:
Advertising rate card no. 2.
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Responsible for advertising: Eva Strack-Zimmermann
K.G. Saur Verlag KG, 8000 München 71.

Subscription rates:
Free to IFLA members, for non-members DM 98,– per annum, plus postage. Single copies DM 28,–; Index Vol. 1 – Vol. 10 DM 16,–

Banking:
K.G. Saur Verlag KG, München:
Postscheckkonto München 206141-804
(BLZ 700 100 80):
Bayer. Hypotheken- und Wechselbank, München
Kto.-Nr. 5803 388 662 (BLZ 700 200 01).

Issued February, May, August and November.

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Printed by Friedrich Pustet, Graph. Großbetrieb, Gutenbergstr. 8, 8400 Regensburg, Federal Republic of Germany.

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1975–1984

Françoise Bourdon,
Bibliothèque nationale, Paris Compiled by / Compilé par

General Principles of Indexing

- The main emphasis is on the indexing of articles. Each article is to be found under an entry author-title, secondary entries on co-authors, and an entry on subject matter.
- The News Section is only indexed on subject. Only those items are indexed which have a close link to IFLA activities. Certain categories ("Personal News", "International Calendar", "Positions Abroad", etc.) have not been subjected to indexing exercises. From other headings such as "Publications of International Relevance", "Miscellaneous", "Reports of Meetings", only information of direct relevance to IFLA is retained.

Order

- There is one alphabetical order for the authors of articles, the names of Divisions, Sections, (etc.) of IFLA, the acronyms and the subject-word entries.
- The bodies and programmes which are first and foremost known under their abbreviations (for instance, FID, UBC) are arranged according to their acronyms. A cross reference of the English form has been made whenever appropriate (for instance: International Federation for Documentation *see* FID).
- The names of Divisions, Sections, Round Tables (etc.) and of the steering bodies of IFLA have further evolved between 1975 and 1984. The different forms of these names are respected and cross references included whenever necessary: e.g. Theory and Research, Committee on
  see also
  Library Theory and Research, Section on and vice versa. Nevertheless, when the element of the entries remains the same, all references are placed under the most recent name, with a sub-arrangement indicating the historical evolution of the name: e.g. Libraries for the Blind, Section of
- Working Group
- Round Table
- Section
- The order of the names of persons conforms to the recommendations given in *Names of Persons*.

Presentation of the References

- The entries on authors are printed in capital letters. In the case of an article with more than one author, only the name of the first author is followed by the title of the article. The other authors are mentioned in parentheses after the title of the article. Each co-author has been cross referenced to the name of the first author:
  e.g. FANG, J.R. *Professional Associations at the National Level – A Survey of Their Major Interests* (Fang & Songe)
  SONGE, A.H. *Joint author, see* FANG, J.R.
- The subject entries are in lower case letters.
  Note: If the same person is both author of an article and the subject of an article or a news item, two entries are made:

e.g. ANDERSON, D. *Bibliographic Control in Practice*
Anderson, D.

- The cross references to articles are followed by the sign §.
  e.g.: Vol. 4 (1978) p. 246§, 310–311, 392

Aufnahme ins Register

- Der Schwerpunkt liegt auf der Auswertung der Aufsätze. Jeder Aufsatz wird unter Verfasser und Titel (ggf. auch den Mitverfassern) sowie sachlich nachgewiesen.
- Die Mitteilungen sind nur sachlich erschlossen, und zwar werden nur jene Mitteilungen erfaßt, die in engem Zusammenhang mit den Aktivitäten der IFLA stehen. Bestimmte Unterabteilungen ("Personal News", "International Calendar", "Positions abroad" u. a.) sind gar nicht ausgewertet. Von anderen ("Publications of International Relevance", "Miscellaneous", "Reports of Meetings") sind nur die die IFLA direkt betreffenden Informationen berücksichtigt.

Anordnung

- Es gilt ein Einheitsalphabet für Verfasser, Gliederungen der IFLA (Abteilungen, Sektionen usw.), Abkürzungen und Sachbetreffe (einschließlich Personennamen unter sachlichem Aspekt).
- Organisationen und Programme, die vorzugsweise unter ihrer abgekürzten Form bekannt sind (z. B. FID, UBC), sind in dieser angesetzt. Nötigenfalls wird von der ausgeschriebenen englischen Form verwiesen, z. B.:
  International Federation for Documentation *see* FID
- Die Namen der Abteilungen, Sektionen, Arbeitsgruppen usw. sowie die Namen der Exekutivorgane der IFLA haben sich im Zeitraum von 1975 bis 1984 vielfach verändert. Die verschiedenen Bezeichnungen werden deshalb in der Vorlageform angesetzt, nötigenfalls mit Verweisungen, z.B.:
  Theory and Research, Committee on
  see also
  Library Theory and Research, Section on
  und umgekehrt.
  Ausnahme: Wenn dabei das Ordnungswort dasselbe ist, erscheinen alle Nachweise unter der jeweils jüngsten Form mit einer Untergliederung, die der historischen Entwicklung der Bezeichnung folgt, z.B.:
  Libraries for the Blind, Section of
- Working Group
- Round Table
- Section
- Die Ordnung bei den Personennamen entspricht den Empfehlungen in "Names of Persons".

Äußere Form

- Verfassernamen stehen in Majuskeln. Bei Mehrverfasserschriften geht dem Titel nur der Name des ersten Verfassers voraus. Die Mitverfasser werden nach dem Titel in Klammern angegeben und erhalten einen Verweis auf den Register-Haupteintrag, z.B.:
  FANG, J.R. *Professional Associations at the National Level – A Survey of Their Major Interests* (Fang & Songe)
  SONGE, A.H. *Joint author, See* FANG, J.R.

- Sachbegriffe stehen in Minuskeln.
  NB. Kommt ein Name sowohl als Verfasser wie als behandelte Person vor, wird er in beiderlei Form angesetzt, z.B.:
  ANDERSON, D. *Bibliographic Control in Practice*
  Anderson, D.
- Aufsätze sind mit einem nachgestellten §-Zeichen gekennzeichnet, z.B. Vol. 4 (1978) p. 246§, 310–311, 392.

Principes généraux d'indexation:

- L'accent est mis sur l'indexation des articles. Chaque article fait l'objet d'une entrée auteur-titre, d'entrées secondaires auteurs en cas de collaboration, et d'entrées matières.
- La Section des nouvelles ne fait l'objet que d'une indexation matière. Ne sont indexées que les nouvelles ayant un lien étroit avec les activités de l'IFLA. Certaines rubriques («Personal News», «International Calendar», «Positions Abroad», etc.) ne sont pas indexées. Des rubriques «Publications of International Relevance», «Miscellaneous», «Reports of Meetings», ne sont retenues que les informations concernant directement l'IFLA.

Classement:

- L'ordre alphabétique est unique pour les auteurs des articles, les noms des Divisions, Sections (etc.) de l'IFLA, les sigles et les mots matières (noms de personne ou sujets)
- Les organismes et les programmes surtout connus par leurs sigles (ex.: FID, UBC) sont classés à leurs sigles. Un renvoi de la forme anglaise développée du nom au sigle existe chaque fois que cela est nécessaire (ex.: International Federation for Documentation *See* FID)
- Les noms des Divisions, Sections, Tables rondes (etc.) et les noms des organes exécutifs de l'IFLA ont évolué entre 1975 et 1984. Les différentes formes de ces noms sont respectées et des renvois orientent d'une forme du nom à une autre chaque fois que cela est nécessaire:
  ex.: Theory and Research, Committee on
  See also
  Library Theory and Research, Section on
  et vice versa
  Toutefois, quand l'élément d'entrée reste le même, toutes les références figurent sous le nom le plus récent, avec un sous-classement respectant l'évolution historique du nom:
  Ex.: Libraries for the Blind, Section of
- Working Group
- Round Table
- Section
- Le classement des noms de personne est conforme aux recommandations énoncées dans *Names of Persons.*

Présentation des références:

- Les entrées auteurs sont en capitales.
  En cas d'article écrit en collaboration, seul le nom du premier auteur est suivi du titre de l'article. Les autres auteurs sont mentionnés entre parenthèses après le titre de l'article. Chaque autre auteur fait l'objet d'une entrée renvoyant au nom du premier auteur:
  Ex.: FANG, J.R. *Professional Associations at the National Level – A Survey of Their Major Interests* (Fang & Songe)

SONGE, A.H. *Joint author, See* FANG, J.R.

- Les entrées matières sont en minuscules.
  N.B.: Si une même personne est à la fois auteur d'un article et sujet d'un article ou d'une nouvelle, elle fait l'objet de deux entrées:
  Ex.: ANDERSON, D. *Bibliographic Control in Practice*
  Anderson, D.
- Les références renvoyant aux articles sont suivies du signe §.
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27th Edition 1987
Ed. by Union of International Associations
4 issues, ca. 300 pages each. Pb. DM 98.00 / issue,
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ISSN 0020-6059

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